



**MONTANA STATE HOSPITAL  
MENTAL HEALTH GROUP HOME  
POLICY AND PROCEDURE**

**EMERGENCY CONTACTS FOR  
MONTANA STATE HOSPITAL MENTAL HEALTH GROUP HOMES**

**Effective Date:** December 9, 2015

**Policy #:** MSH MHGH-02

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- I. PURPOSE:** To ensure the appropriate notification in cases of emergency for the Montana State Hospital (MSH) Mental Health Group Homes (MHGH).
- II. POLICY:** In the event of an emergency situation, MSH MHGH staff will first request assistance from on duty staff as needed to provide for immediate safety of residents; and then notify appropriate administrative staff.
- III. DEFINITIONS:** None
- IV. RESPONSIBILITIES:**
  - A. MSH MHGH Staff: will request emergency response by dialing #7440 for fire or other emergencies to include patient intervention, medical emergency, or unauthorized leave. The Front Desk (from 6 a.m. to 12:00 midnight) or E Wing staff (from 12:00 midnight to 6 a.m.) will notify appropriate personnel of emergency situations and activate the Public Address System when necessary. Wireless phones and 2-way radio are available for use by MSH MHGH staff.
  - B. Emergency Responders: will follow appropriate protocol in addressing identified emergencies.
  - C. Nurse Manager, House Supervisor, or Unit Nurse: will provide administrative support, clinical supervision; and will notify the MSH MHGH Program Manager, Director of Nursing, Medical Director, and Hospital Administrator.
  - D. MSH MHGH Program Manager: To review processes and continuously seek improvement.
- V. PROCEDURES:**
  - A. MSH MHGH staff will request assistance in emergency situations by calling #7440 or using 2-way radios to contact security. The MSH MHGH Program Manager, and/or House Supervisor will be notified as soon as possible and apprised of the situation.

## Montana State Hospital Mental Health Group Home Policy and Procedure

### EMERGENCY CONTACTS FOR THE MSH MHGHs

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- VI. REFERENCES:** Administrative Rules of Montana for Mental Health Center: Emergency Procedures 37.106.1927
- VII. COLLABORATED WITH:** Hospital Administrator, Medical Director, Director of Clinical Services; Director of Nursing, Safety Officer, and Program Manager of the Montana State Hospital Mental Health Group Homes.
- VIII. RESCISSIONS:** #TCU-02, *Emergency Contacts* dated November 20, 2013; #TCU-02, *Emergency Contacts* dated November 7, 2011; #TCU-02, *Emergency Contacts* dated January 28, 2009; #TCU-02, *Emergency Contacts* dated January 18, 2006; #TCU-02, *Emergency Contacts* dated January 10, 2003; Policy #TCU-02-99-R, *Emergency Contacts* dated February 25, 2000; H.O.P.P. #TCU-02-99-N, *Emergency Contacts* dated June 15, 1999.
- IX. DISTRIBUTION:** MSH MHGH Policy and Procedure Manuals
- X. ANNUAL REVIEW AND AUTHORIZATION:** This policy is subject to annual review and authorization for use by either the Administrator or the Medical Director with written documentation of the review per ARM § 37-106-330.
- XI. FOLLOW-UP RESPONSIBILITY:** Program Manager of the Montana State Hospital Mental Health Group Homes.
- XII. ATTACHMENTS:** None

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John W. Glueckert                      Date  
Hospital Administrator

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Thomas Gray, MD                      Date  
Medical Director